

# INSTRUCTIONS FOR GENERAL POWER OF ATTORNEY

A person (Principal) signs a Power of Attorney in front of a notary to give a trusted and willing person (Attorney-in-Fact or Agent) authority to act in place of the Principal. A *Regular* Power of Attorney has a beginning (effective) date, and ends either on the end date, when the Principal revokes it, or the Principal becomes mentally unable to handle their own affairs due to sickness or injury. A *Durable* Power of Attorney has no specified end date and ends on the death of the Principal, or upon revocation by the Principal. Also, with a Durable Power of Attorney, *if the Principal becomes disabled or incapacitated, the Attorney-in-Fact may continue acting as such despite the disability, incapacity or the expiration date.*

A Power of Attorney must be notarized.

This packet provides a General Power of Attorney form that asks you to choose either a regular or durable Power of Attorney.

**STEP 1:**     **OBTAIN** the General Power of Attorney packet at the Maricopa County Superior Court “forms” website or at one of the Law Library Resource Centers located in the valley.

**Downtown Phoenix**  
101 W. Jefferson St.  
Phoenix, Arizona 85003

**Northeast Court Facility**  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

**Northwest Court Facility**  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374

**Southeast Court Facility**  
222 East Javelina Avenue  
Mesa, Arizona 85210-6201

- Read General Power of Attorney FAQs and Instructions
- Choose one General Power of Attorney that best fits your situation (Regular or Durable)
- Complete the General Power of Attorney Form that best fits your situation

**STEP 2:**     **TAKE** the following to a Notary Public. You may find a Notary at most banks or listed in the telephone book yellow pages. Notaries usually charge a fee. [The Clerk of Court will not notarize your documents and there is no need to file these documents with the Court.]

- The Witness
- The original, completed General Power of Attorney Form
- Photo ID for the witness, and you

**STEP 3:**     **SIGN** the original General Power of Attorney in front of the Notary and

- Tell the Witness to sign the form in front of the Notary
- Wait for the Notary to notarize the Power of Attorney

**STEP 4:**     **MAKE COPIES** of the notarized General Power of Attorney for each person or organization you deal with

- Keep the original notarized General Power of Attorney for your records
- Give one copy of the General Power of Attorney to the Attorney-in-Fact
- *Show* the people and organizations the *original* Power of Attorney and give them a copy